



NJDCA RIMS ONLINE
 Registration Inspections Management System
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 PO Box 800, Trenton, NJ 08625-0800
 Contact the DCA RIMS Help Desk.

Tips and Hints

- **My Workspace** - your Home Page in RIMS Online.
 - This is the page where you'll access **RIMS Services** (functions such as registering, submitting an appeal, paying a bill, etc.). If you are performing Fire Safety functions, you'll use the BFCF section and if you are performing Codes & Standards functions, you'll use the BHI section. Print Certificate is for all users.
 - The options on your My Workspace screen will be tailored to your role in RIMS Online (DCA Staff, LEA, SLCHIP, business/property owner, etc.) and the Services you selected when you requested access to RIMS. To add or delete Services, click **Configure Services** on the lower right of the screen, check or un-check the boxes to select or delete the Services that will appear on your My Workspace screen, and click **OK**.
 - Click the tabs (like on file folders) across the top to access your User Profile, Certifications (Services that you still need to Certify with your PIN), Payments (bills/invoices),
 - **After you "Submit"** - "When you stop working on a RIMS Online Service (Registration, Permit, etc.) before completing the task, it will be listed in your **My Workspace** under the heading **My Services In Progress**. Click on it to resume.
 - **Don't know registration number** - When you need to access your business or property information in DCA RIMS, but you do not know your registration number - **After answering "no" to the question, "Do you know your registration number?"** the system will bring you to the **Facility Search** screen.
 - You can search for the registration number using a variety of criteria - business name, address, etc.
 - **Adding Contacts** - to add contacts and assign the roles they assume for a business or property (Types) using the **Add Contact** function (at the bottom left of the **Contact** screen) -
 - Select the **Available Contact Type**
 - Click the **Add Contact** button at the bottom of the page
 - Enter or copy the appropriate contact information